



Department of Housing and Community Development

October 16, 2007

NOTIFICATION OF VACANCY

COMMUNITY DEVELOPMENT PROGRAM MANAGER POSITION #00049

(Program Administration Manager II)

LOCATION:

DHCD

**501 N. 2ND STREET
RICHMOND, VA 23219**

HIRING RANGE:

\$55,000 - \$65,000 Annually

DUTIES AND RESPONSIBILITIES:

The Virginia Department of Housing and Community Development seeks to fill a Program Manager position for the Virginia Enterprise Zone Program located Richmond. The position involves managing, coordinating and evaluating a plan of community economic development work that includes supervising staff providing training and technical assistance on program procedures and incentives of the Enterprise Zone program for communities, businesses, and CPAs; the auditing/monitoring of businesses receiving Enterprise Zone grants; and providing general technical assistance to any other organizations, individuals or unit of local governments in Virginia interested in this program. Responsibilities include: developing program work plans with staff; direct and coordinate evaluation processes and annual reporting, coordinate and develop program material to reflect program requirements; manage EZ incentive application process; develop, coordinate and assist in implementation of technical assistance and training for EZ localities and monitoring; and of grant applicant/CPA training and technical assistance and grant recipient auditing/monitoring process. This position also provides assistance in processing account withdrawals for the Virginia Individual Development Accounts program.

QUALIFICATIONS GUIDE:

Thorough and technical understanding of comprehensive community economic development topics and strategies, especially the Virginia Enterprise Zone program. In-depth knowledge of program management including developing program designs and procedures, application processes, process management and grant auditing/monitoring procedures. Demonstrated ability to lead, coordinate, organize and supervise the work of a diverse staff effectively on a highly technical program; to manage and prioritize multiple work activities in order to meet deadlines. Excellent communication skills in writing, public speaking and personal communication; ability to communicate technical information to a wide variety of audiences; strong research, evaluation and analytical skills and the ability to interpret complex regulations and provide appropriate guidance to staff and clients. Strong computer skills, including word processing, spreadsheet, database and presentation software. Strong organizational skills; interpersonal skills; ability to work independently; attention to detail; ability to interact with a variety of clients in a professional manner and group facilitation skills. Prefer advanced degree in a public administration, business or a related field, with a working knowledge of business practices and accounting, including attestations and agreed upon procedures. Considerable experience in working with local governments in meeting their economic and community development needs; experience in grant management and monitoring; and experience in training development and provision. Must be able to work overtime and travel frequently. Driver license required.

TO BE CONSIDERED FOR THIS POSITION, YOU MUST COMPLETE A STATE APPLICATION THROUGH THE ON-LINE EMPLOYMENT SYSTEM <https://jobs.agencies.virginia.gov>. THIS POSITION IS OPEN UNTIL FILLED.

*For additional information contact our Human Resource Office, at (804) 371-7000
An Equal Opportunity Employer*